

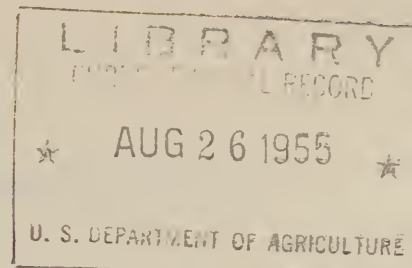
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH SERVICE  
ANIMAL DISEASE ERADICATION BRANCH  
Washington 25, D. C.



July 29, 1955

ADE BRANCH MEMORANDUM 508.41

To : All ADE Branch Stations  
From : R. J. Anderson, Chief, ADE Branch, ARS  
Subject: Administrative Subdivision Funds for the Fiscal Year 1956

I PURPOSE

The purpose of this memorandum is to notify each Branch station the amount of funds available for all expenditures for each project.

II GENERAL

During Fiscal Year 1956 several changes in financial procedures will be placed into effect. Some of the changes relating to the regionalization of business functions and Branch procedures concerning earmarking of funds and reporting of expenditures have been covered in previous notices.

One of the major changes in the earmarking of funds by the Branch for fiscal year 1956 will be that the entire amount available for all regular salaries, fee testing, indemnity, travel and station expense will be made available to all stations for all projects. The estimated budgets submitted by each station form the basis of the amount earmarked for each project. Adjustments have been made by the Branch where necessary to conform with stated existing policies.

III FUNDS AVAILABLE BY PROJECT

Project 100	
Tuberculosis Eradication	\$ _____
Project 200	
Scabies Eradication	\$ _____
Project 300	
Tick Eradication	\$ _____

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Project 400 - Hog Cholera Eradication, and Project 500 - Determining the Existence of Diseases in the Field (No funds earmarked).

No charges to be made against these projects except for Scrapie indemnity, salary and expenses in Mexico, travel expenses of diagnosticians when investigating conditions other than Vesicular Exanthema, and charges as specifically authorized in writing by this office.

Project 600

Vesicular Exanthema (No funds earmarked)

Charges to be made against this project for authorized personnel and expenses.

Project 700

Public Stockyards Inspection \$ \_\_\_\_\_

Project 800

Brucellosis Eradication \$ \_\_\_\_\_

IV ACCOUNTING SYMBOLS

ADE Branch Memorandum No. 508.34 established the various allotments and accounting symbols to be used for Branch expenditures during the fiscal year 1956. It is felt that the use of these symbols is easily understood; however, because of inquiries received, we will review the use of each of the different accounts.

1. Regular Salaries - All regular salaries for Personnel appointed on the per annum or per hour basis; all salaries not paid on a fee basis.
2. Fee testing services (except VE) - All payments for personal service performed on a fee basis, either by veterinarians, technicians, helpers, etc.
3. Indemnity - Self-explanatory.
4. Travel - Charge all amounts usually included in the travel expense column on the ADE 8-9, such as per diem, mileage for personally-owned car, movement of household goods when on a commuted rate basis, toll roads and bridges, transportation requests and other costs incident to travel. (Not gas, oil, car repairs, etc.)
5. Station Expense - Covers all items reported on ADE 8-9 as station expense.



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The fact that the bookkeeping records in each regional business office are established in exactly the same manner as our accounts and the station reports are made the same as these accounts, will enable this office to check very closely expenses reported on ADE 8-9 against expenditure records on the official ledgers of ARS.

V BRUCELLOSIS ERADICATION

The requests for funds for brucellosis eradication exceeded those available by approximately 9 million dollars. Adjustments in requests for brucellosis funds were based on Branch policy stated in ADE Branch Memorandum No. 508.24 as quoted below:

"...(1) State authority for conducting brucellosis eradication in compliance with approved procedures, (2) the nature of the program, its effectiveness toward eradication of the disease, and plans for improvement, (3) State financial support available for the fiscal year 1956, and (4) plans for continuing the project beyond fiscal year 1956."

Where State funds for fiscal year 1956 were less than those for fiscal year 1955, the 1955 Federal expenditure was used as the basis for 1956 funds with reductions below the 1955 figure being determined in accordance with the effectiveness of the existing State program.

Where State funds for fiscal year 1956 were greater than those for fiscal year 1955, Federal funds were likewise increased with the amount being determined largely in accordance with the effectiveness of the existing State program.

Because of the changes in amounts available for brucellosis, as compared with the amounts requested on the estimated budgets for fiscal year 1956, it will be necessary for each station to submit a new budget, the total of which equals the amount made available for brucellosis eradication. There are enclosed two copies of a form to be used for this purpose. One copy should be forwarded to this office so as to be received here not later than August 10, 1955. The other copy may be retained for your files.

VI TUBERCULOSIS ERADICATION

The requests for funds for tuberculosis eradication for fiscal year 1956 also exceeded the available funds. Because of the restrictions on tuberculin production facilities, we are faced with the possibility of having to purchase commercially-produced tuberculin at an increased cost. It was necessary to consider this additional expense in making program allotments.

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#### VII PROGRAM PLANNING

Immediately upon receipt of notification of funds available, each station should plan its program so as to keep expenditures within available funds. We cannot over-emphasize the importance of keeping this office advised should you be able at any time to release funds earmarked for your station for use at other stations.

#### VIII QUARTERLY APPORTIONMENTS

As you know, the Branch is legally bound to keep expenditures within amounts apportioned quarterly for each allotment. These amounts are determined by combining the amounts indicated by your station estimates as needed for each quarter. Should you have occasion to deviate materially from these amounts, you should advise this office as early in the quarter as possible in order that the necessary adjustments can be made.

*A. J. Anderson*